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13 May 1957

FINANCE DIVISION OPERATING PROCEDURE NO. 30-210-1

SUBJECT: Examination and Certification of Accounts

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REFERENCE: [REDACTED]

(Note: This procedure contains policy and audit criteria designed solely for the guidance of personnel of Finance Division. The policy and audit criteria presented therein are not to be discussed with any personnel outside the Comptroller's Office or the Audit Staff without prior authorization from Chief, Finance Division.)

I. PURPOSE

The purpose of this procedure is to formalize policy of Finance Division with respect to:

- a. Passing disallowances and suspensions taken in the examination and certification of claims and accountings in those cases wherein the amounts involved are considered inconsequential in relation to the administrative workload involved in establishing and clearing suspensions and disallowances.
- b. Adjusting claims (including upward revision) to properly reflect amounts due based on itinerary and supporting documentation.

II. DEFINITIONS

For purposes of this operating procedure, suspensions and disallowances are defined as follows:

- a. Suspension Any item for which reimbursement or credit is claimed which is allowable under applicable law and regulations but which is not acceptable for payment or credit because required explanation, certification or documentary support is not submitted.
- b. Disallowance Any item for which reimbursement or credit is claimed which is not allowable because of lack of legal or regulatory authority.

III. POLICY

- a. Suspensions Items in the amount of fifteen dollars (\$15.00) or less will not be suspended for lack of required explanation,

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specific certification or documentation in any case wherein correction of the technical deficiency would enable acceptance of the item under applicable law and regulations.

- b. Disallowances Claims will not be reduced for disallowable items in any case wherein the total amount of items disallowed on the individual claim or accounting does not exceed three dollars (\$3.00), provided further, that disallowance ordinarily will not be taken on individual items comprising a claim in any instance where the amount for disallowance does not exceed one dollar (\$1.00). (i.e., in instances wherein individual items for disallowance each amount to \$1.00 or less, the claim may be passed without reduction even though the total of disallowances of \$1.00 or less amounts to more than \$3.00.)
- c. Shortages and Overages in Station Cash Balances Differences between physical cash and book balances reported by stations or detected in the reconciliation of station accounts amounting to three dollars (\$3.00) or less will be adjusted by charge or credit to expense (station overhead), as appropriate.
- d. Adjustment of Claims Claims which are determined to be inaccurate or incomplete by reason of erroneous calculations, omission of entitlements, etc., will be corrected (including upward revision of amount claimed) to properly reflect amounts due based on itinerary and supporting documentation.

#### IV. PROCEDURE

- a. Recognition of Audit Determinations Certifying Officers will assure that claims and accountings are appropriately noted as to questionable items on which suspension or disallowances are not taken because amounts are not considered consequential in order that subsequent review of the transactions will disclose that the items were passed intentionally and not overlooked.
- b. Notification of Action Taken
  - (1) The Certifying officer will notify the appropriate Budget and Fiscal Office and the Claimant of all claims cleared in amounts different from the original submission.
  - (2) The Chief of Station/Base or Claimant, as appropriate, will be advised of items which would have been suspended or disallowed except for the policy stated above. Such advices shall include advice as to the proper handling of similar items which may be claimed on subsequent accountings.

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V. EXCEPTION TO ABOVE POLICY

Certifying Officers are authorized to suspend or disallow any amounts of claims not in technical compliance with applicable law and regulations in any instance where it appears a particular Claimant may be deliberately taking advantage of the above policy, or is consistently careless or inaccurate in the preparation of claims and accountings.

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